

FY25 Risk Assessment Instrument (RAI) for Administrative Contracts Adult Protective Services (APS) and Child Protective Services (CPS)

#	RISK FACTOR	DESCRIPTION	RISK LEVEL Bulleted Items = "Or"			POTENTIAL SOURCES
			LOW	MEDIUM	HIGH	
1	Contractor Type	Identify the contractor type, either Governmental Entity, Non-Profit, or For Profit, based on the contractor's Legal Entity type as designated.	<input checked="" type="checkbox"/> Governmental Entity	<input checked="" type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> For Profit Vendor	<input checked="" type="checkbox"/> Secretary of State (SOS Direct)
			○	○	○	
2	Contractor Experience Contracting to Provide Goods/Services to DFPS	Identify the vendor's history contracting with DFPS based on the number of months that the contractor has held a contract(s) with DFPS.	<input checked="" type="checkbox"/> 37 Months <u>or More.</u>	<input checked="" type="checkbox"/> 13 to 36 Months.	<input checked="" type="checkbox"/> 12 Months <u>or Less.</u>	<input checked="" type="checkbox"/> SCOR
			○	○	○	

3	Quality of Services	Identify contractor's ability to demonstrate and achieve satisfactory service levels for the contract-required activities/deliverables. As reported by the contract programmatic contact.	<ul style="list-style-type: none"> ■ New contractor with no prior contract. ■ All contract requirements were satisfactory in the previous contract year. 	<ul style="list-style-type: none"> ■ Concerns with contract requirements were promptly remedied by contractor. 	<ul style="list-style-type: none"> ■ Concerns with contract requirements were remedied with moderate to critical issues during the resolution. ■ VPTS report of C or below. 	<ul style="list-style-type: none"> ■ Monitoring Report ■ VPTS Search at http://www.txsmartbuy.com/vpts --- (Must use Chrome as your browser.)
○ ○ ○						
4	Experience of Key Management Staff	Identify the experience of key management staff with fiscal or programmatic components of the contracted service.	<ul style="list-style-type: none"> ■ At least 24 months experience with fiscal <u>and</u> programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ At least 24 months experience with fiscal <u>or</u> programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ Less than 24 months experience with fiscal or programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ Procurement documents ■ Contract files ■ RAQ
○ ○ ○						
5	Payment Type of Primary Contract Service	Identify amount of time, number of steps, degree of difficulty, and level of reporting necessary to complete transactions.	<ul style="list-style-type: none"> ■ Fee for Service (FFS) 	<i>Left blank intentionally</i>	<ul style="list-style-type: none"> ■ Cost Reimbursement (CR) ■ Combination of CR and FFS 	<ul style="list-style-type: none"> ■ Contract Documents ■ CAPPS FIN
○ ○						

6	<p>Percentage of Services Performed by Sub-contractors</p>	<p>Identify contractor's use of subcontractors for direct service delivery and management services related to this contract (e.g., Claims Processor).</p>	<p>■ No Subcontractor Involvement.</p>	<p>■ Subcontractors account for <u>less than 25%</u> of contract expenditures.</p>	<p>■ Subcontractors account for <u>25% or more</u> of expenditures.</p>	<p>■ Self-Reported by Contractor ■ HUB Subcontracting report</p>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	<p>Percent of Monetary Change from Prior Fiscal Year</p>	<p>Compare the value of the contract from the previous fiscal year with the value of the contract for current fiscal year.</p>	<p>■ Decrease in budget. ■ New contractor with no payment history providing this service. ■ <5% increase.</p>	<p>■ 5% to 10% increase.</p>	<p>■ >10% increase.</p>	<p>■ Payment History ■ SCOR Payments</p>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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